



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF

IMEU-CHV-EO

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: USAG Benelux Command Policy Letter 20*, Equal Opportunity and Equal Employment Opportunity

1. REFERENCE. AR 600-20, 13 June 2002, Army Command Policy

2. PURPOSE. To communicate the USAG Benelux Equal Opportunity Policy.

3. POLICY/PROCEDURES.

a. The USAG Benelux will provide equal opportunity and treatment for all military personnel, family members, and civilian employees without regard to race, color, religion, gender or national origin and provide an environment free of discrimination. Discrimination in any form, on or off post, will not be tolerated.

b. I hold all leaders responsible for ensuring fair and equitable treatment free of threats and reprisal for all service members, their families, and civilians living and working on the installation. Ensuring equal opportunity is a standard of business that each of us must be committed to full time.

c. I encourage every member of this command to use their chain of command if they think they have been the subject of discrimination. Military personnel may also use the Equal Opportunity (EO) office. Civilian employees may also use the services offered by the Equal Employment Opportunity (EEO) program.

4. This policy supersedes all previous command policy on this subject.

5. The proponents of this command policy are the Equal Opportunity Office, 361-5235 and the Equal Employment Office, 361-5057.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus
CDR, USAG Schinnen
CDR, USAG Brussels

Previously Policy Letter 28-01

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>



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REPLY TO
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MEMORANDUM POUR TOUT LE PERSONNEL

OBJET: Directive 20* du USAG Benelux - Non-discrimination et égalité des chances

1. REFERENCE : Règlement de l'armée AR 600-20, du 13 Juin 2002 - Army Command Policy (directive du commandement de l'armée).
2. OBJECTIF : Annoncer la politique du USAG Benelux en matière de non-discrimination
3. DIRECTIVE/PROCEDURES :
 - a. L'USAG Benelux mènera une politique de non-discrimination et d'égalité de traitement pour tous les militaires, toutes les personnes à charge et les employés civils sans distinction de race, de couleur, de religion, de sexe ou de nationalité et offrira un environnement de travail non-discriminatoire. Il n'est pas toléré de faire de la discrimination, sous quelque forme que ce soit, dans le cadre et en dehors du lieu de travail.
 - b. Tous les managers sont tenus de garantir un traitement juste et équitable, sans menace ni représailles, pour tous les militaires, les membres de leur famille, et les civils résidant et travaillant sur le site. Chacun d'entre nous a l'obligation à temps plein de garantir la non-discrimination.
 - c. J'encourage tout membre de ce commandement, qui estime avoir été victime de discrimination, à rapporter les faits à sa hiérarchie. Les militaires peuvent aussi s'adresser au service Equal Opportunity (EO). Quant aux civils, ils peuvent également avoir recours aux services offerts par le programme EEO (Equal Employment Opportunity - égalité des chances).
4. Cette directive remplace et annule toutes les directives précédentes en la matière.
5. Les services responsables de cette directive sont le Equal Opportunity Office, 361-5235 et le Equal Employment Office, 361-5057.


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* Précédemment appelé Directive 28-01

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REPLY TO
ATTENTION OF

IMEU-CHV-ZA

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: USAG Benelux Command Policy Letter 21, Motorcycle Driving

1. REFERENCE.

- a. DoD Instruction 6055.4, DoD Traffic Safety Program, dated 20 Jul 99
- b. AR 190-5, Motor Vehicle Traffic Supervision, dated 8 Jul 88
- c. AR 385-55, Prevention of Motor Vehicle Accidents, dated 12 Mar 87
- d. USAREUR Reg 385-55, Prevention of Motor Vehicle Accidents, dated 12 Mar 87

2. PURPOSE. To outline requirements operation of motorcycles inside USAG Benelux AOR.

3. APPLICABILITY: All US military and civilian personnel and their family members operating a motorcycle inside USAG Benelux AOR.

4. POLICY/PROCEDURES. The operation of a motorcycle on US Installations constitutes a conditional privilege extended by the Commander, USAG Benelux. Individuals desiring this privilege will meet the following conditions:

a. Possess, while operating a motorcycle, and produce upon demand of the Military Police or contract guards:

(1) Proof of valid registration (SHAPE, Belgian, Netherlands, German or appropriate registration).

(2) A valid Motorcycle Driver's License.

(3) Proof of valid insurance (i.e. Green Card) for privately owned vehicles.

(4) Must be in possession of an US Army approved Motorcycle Safety Foundation Motorcycle Safety Course certificate. This certificate must be dated within the last three years.


b. The operator of any two wheeled motor vehicle will:

(1) Obey all applicable traffic rules and regulations to include registering motorcycles, scooters, and mopeds IAW host nation laws.

IMEU-CHV-ZA

SUBJECT: USAG Benelux Command Policy Letter 21, Motorcycle Driving

- (2) Operate with headlights at all times.
 - (3) Ensure passengers wear approved protective helmets. US operators must wear helmets properly fastened under the chin and IAW standards set by the American National Standards Institute Z90-1 or the economic Commission for Europe Norm 22-02.
 - (4) Ensure shatterproof eye protection is worn. Eye protection must meet the Vehicle Equipment Safety Commission Regulation, standard 8.
 - (5) Will not wear headphones.
 - (6) Ensure reflectorized vests are worn.
 - (7) Ensure protective clothing is worn (i.e. protective helmet, eye protection, boots, long sleeve vest, etc.).
 - (8) Make sure the motorcycle is equipped with all necessary safety equipment (turn-signal, horn, etc.) including 2 rear view mirrors.
5. Violators of the aforementioned policy are subject to criminal and/or administrative adverse action under Article 92 of the Uniform Code of Military Justice and/or federal civilian misconduct standards.
6. Those that have already registered their motorcycle, across the Benelux, and **do not** possess a valid Motorcycle Safety Course certificate have until 1 ~~January~~ ^{April} 2006 to attend a Motorcycle Safety Foundation Motorcycle Safety Course, or their license to operate on US facilities in Europe will be revoked.
7. The proponent office for this action is the Directorate of Emergency Services (DES), USAG Benelux at DSN 361-5162.


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Commanding



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MEMORANDUM FOR ALL PERSONNEL

SUBJECT: USAG Benelux Command Policy Letter 22*, Commander's Policy on Holidays within the USAG Benelux

1. The purpose of this policy is to provide additional guidance on absences on various holiday periods at the USAG Benelux.
2. United States Civilian Employees will observe the 11 US Federal Holidays. They may be required to work on US holidays only when necessary based on mission requirements. It is not my intention for US Civilian Employees to work on US holidays. Mission requirements on US holidays should generally be accomplished by the Host Nation work force. The USAREUR holiday system is applicable only to US military and not US Civilians.
3. As a principle, USAG Benelux Garrison operations derive significantly from the various NATO Headquarters we support. In light of this fact, USAG Benelux US Civilian Employees will be excused from duty without charge to leave on the local holidays observed by their supported NATO Headquarters which do not coincide with a US Federal holiday. If mission requirements are such that a US Civilian Employee is required to work on a local holiday, it means that the Employee is not excused from duty; he does not accrue an entitlement to holiday premium pay, which is only available for work performed by US Civilian Employees on recognized US federal holidays. The work would be charged on the time card as regular work hours.
4. The USAREUR half-day schedule applies for the Military Force across the USAG Benelux. During this schedule it is my policy that the USAG Benelux Military will work normal duty hours until 1200 hours. At 1200 hours the Military Workforce will be released. From 1200 through the end of the duty day each USAG Benelux Directorate and subordinate unit will, at a minimum, be staffed with a "phone watch" to provide for emergency contact. There will be absolutely no day on or day off attempt at holiday scheduling in the USAG Benelux.
5. Military Personnel will take USAREUR training holidays during the year. Unless otherwise provided for in this policy, liberal leave policies are in effect for the Civilian Workforce on these days.
6. Host Nation employees will observe their local holiday schedules as recognized by the US Government, the respective Ministers of Defense, local laws, and their Union Representatives, if appropriate.

**Previously Policy Letter 20*

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>

IMEU-CHV-ZA

SUBJECT: USAG Benelux Command Policy Letter 22*, Commander's Policy on Holidays within the USAG Benelux

7. This policy is subject to mission limitations, as determined by supervisors, such as essential Force Protection and Provost Marshal Operations.


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*Previously Policy Letter 20

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REPLY TO
ATTENTION OF

IMEU-CHV-HR

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: USAG Benelux Command Policy Letter 23*, Approval authority for more than 30 days of leave

1. REFERENCE: AR 600-8-10, 31 July 2003, Leaves and Passes
2. APPLICABILITY: All the Soldiers assigned and attached to the USAG Benelux. Non-compliance with the foregoing may subject military personnel to disciplinary action pursuant to Articles 86 and 92 of the UCMJ.
3. The approving authority for all leaves in excess of thirty days will only include the following:
 - a. Chievres Garrison – Deputy Commander, USAG Benelux
 - b. USAG Brussels - Commander, USAG Brussels
 - c. USAG Schinnen - Commander, USAG Schinnen
4. Point of contact is the USAG Benelux S1, DSN 361-5983.


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*Previously Policy Letter 59-01

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REPLY TO
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MCHB-AE-HP-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux Command Policy Letter 24*, USAG Benelux Policy on Controlling Smoking

1. References:

- a. AR 600-63, Army Health Promotion, Controlling Smoking, 28 April 1996.
- b. DOD Instruction 1010.15, Smoke-free Workplace, 7 March 1994.

2. Purpose: To establish the USAG Benelux' Policy on Controlling Smoking in accordance with the above-cited references. For the purpose of this policy, smoking is defined as the burning of filtered or unfiltered tobacco products in such a manner, that it creates significant health risk of second hand smoke inhalation to others.

3. Objective: The primary intent of the Army Policy on Controlling Smoking is to ensure people are protected from secondhand smoke.

4. Policy:

a. Smoking is prohibited in all buildings under the control of the USAG Benelux. This includes all offices, work areas, recreation facilities, retail stores, morale, welfare, and recreation buildings, and common areas of community controlled apartment complexes and billets. Exceptions are:

(1) Smoking areas may be designated in community clubs.

(2) Billets: Any barracks room with both nonsmokers and smokers will be designated as non-smoking. A barracks room with smokers only be designated as a smoking room; however, the senior occupant of the barracks and the barracks commander will ensure that those in smoking rooms remain considerate of nonsmokers in billeting.

b. Smoking is neither permitted in offices or where nonsmokers work or enter regularly, regardless of ventilation. These areas include commander and supervisor offices, customer service areas, orderly rooms, waiting rooms, dayrooms, lunchrooms, break rooms, stairwells, bathrooms, and hallways.

c. Smoking is also prohibited in government vehicles and aircraft.

d. Military and civilian leaders will ensure nonsmokers are protected from secondhand smoke and will enforce this policy strictly.

*Previously Policy Letter 44

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>


MCHB-AE-HP-C

SUBJECT: USAG Benelux Command Policy Letter 24*, USAG Benelux Policy on Controlling Smoking

e. If possible, designated outdoor smoking areas may provide a reasonable measure of protection from the elements. However, the designated areas will be at least 50 feet from common points of ingress/egress and will not be located in areas that are commonly used by nonsmokers. Smokers are expected to police and keep these areas clean.

5. For military personnel, this policy constitutes an order, the violation of which is punishable under Article 92 of the UCMJ (violation of a lawful order). For civilian employees of the U.S. Forces, smoking in prohibited areas may result in disciplinary action under appropriate civilian personnel regulations. For dependants of military or civilian personnel, smoking in prohibited areas may be grounds for administrative action under UR 27-9, the civilian misconduct regulation.

6. The proponent for this memorandum is the Health Promotion Coordinator at DSN: 423-5979.


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REPLY TO
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IMEU-CHV-PAI

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux Command Policy Letter 26, Productivity Improvement Review (PIR) Incentive Awards

1. References:

- a. AR 672-20, Incentive Awards, 29 January 1999.
- b. AR 215-3, Nonappropriated Funds Personnel Policy, 29 August 2003.
- c. AR 600-8-10, Leaves and Passes, 31 July 2003.
- d. AR 600-8-22, Military Awards, 25 February 1995.
- e. IMA Productivity Management Implementation Plan, Appendix 4C4 (Reward successful programs and individuals), 7 April 2003.
- f. Glossary of Terms defining criteria of award categories, Enclosure

2. Purpose: To establish a tri-garrison employee incentive recognition program to inspire, empower and motivate total workforce participation in the PIR Program by rewarding the best improvement initiatives quarterly and annually.

3. Responsibilities:

a. Command responsibilities:

(1) To provide guidance and direction for the PIR Incentive Awards Program for USAG Benelux and to promote fair application of incentive awards policies and procedures throughout the command.

(2) Establishment of a USAG Benelux PIR Awards Board consisting of the USAG Benelux Commander, USAG Benelux Deputy to the Garrison Commander and USAG Benelux Director, PAIO to assist in execution and evaluation of the program.

b. USAG Benelux PIR Awards Board responsibilities: The Board will consider all PIR initiative submissions and select one quarterly winner from each of the following categories:

IMEU-CHV-PAI

SUBJECT: USAG Benelux Command Policy Letter 26, Productivity Improvement Review (PIR)
Incentive Awards

(1) Excellence in Quality Improvement: Initiative's focus should be on improvements in the area of customer focus, product or service, financial and marketplace, or operational performance which facilitates achievement of performance excellence.

(2) Innovative Stewardship of Resources: Initiative's focus should emphasize creative, inventive, flexible and/or progressive improvement or change with positive impact on fiscal, manpower and/or environmental key processes, key plans, key organizational structure or key challenges.

(3) Mission Enriching, Vision Enhancing and Value Creating: Initiative's focus should contribute to augmenting and improving quality of the Mission accomplishment, successful pathways toward realization of the Vision, and/or motivate and enable value creation to provide improved services and products for customers and which tap employee commitment, energy, and imagination and encourage empowerment of employees.

4. The USAG Benelux Commander will present one (1) incentive award for each of the above categories for PIR initiative selected as best of category as outlined below:

a. Quarterly. A PIR Award Certificate entitling submitter to a one (1) day Time Off Award for US AF/NAF and HN employees. For Military submitters an equivalent Regular Pass will be authorized.

b. Annual. Quarterly PIR award recipients will compete for the Annual Commander's PIR Initiative of the Year Trophy and a two (2) day Time Off Award (or comparable Regular Pass for Military).

4. POC for this PIR Incentive Awards Program is PAIO, 361-5071.

Encl
as


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Glossary:

Customer-focused performance

Refers to performance relative to measures and indicators of customers' perceptions, reactions, and behaviors. Examples include customer retention, complaints, and customer survey results.

Empowerment

The term "empowerment" refers to giving employees the authority and responsibility to make decisions and take actions. Empowerment results in decisions being made closest to the "front line," where work-related knowledge and understanding reside. Empowerment is aimed at enabling employees to satisfy customers on first contact, to improve processes and increase productivity, and to improve the organization's business results. Empowered employees require information to make appropriate decisions; thus, an organizational requirement is to provide that information in a timely and useful way.

Financial and marketplace performance

Refers to performance relative to measures of cost, revenue, and market position, including asset utilization, asset growth, and market share. Examples include returns on investments, value added per employee, debt to equity ratio, returns on assets, operating margins, cash-to-cash cycle time, other profitability and liquidity measures, and market gains.

Innovation

The term "innovation" refers to making meaningful change to improve products, services, and/or processes and to create new value for stakeholders. Innovation involves the adoption of an idea, process, technology, or product that is either new or new to its proposed application.

Key

The term "key" refers to the major or most important elements or factors, those that are critical to achieving your intended outcome. The Army Performance Improvement Criteria, for example, refer to key challenges, key plans, key processes, key measures—those that are most important to the organization's success. They are the essential elements for pursuing or monitoring a desired outcome.

Mission

The term "mission" refers to the overall function of an organization. The mission answers the question, "What is this organization attempting to accomplish?" The mission might define customers or markets served, distinctive competencies, or technologies used.

Enclosure 1

Operational performance

Refers to human resource, organizational, and ethical performance relative to effectiveness, efficiency, and accountability measures and indicators. Examples include cycle time, productivity, waste reduction, employee turnover, employee cross-training rates, regulatory compliance, fiscal accountability, and community involvement. Operational performance might be measured at the work unit level, key process level, and organizational level.

Performance Excellence

The term “performance excellence” refers to an integrated approach to organizational performance management that results in (1) delivery of ever-improving value to customers, contributing to marketplace success; (2) improvement of overall organizational effectiveness and capabilities; and (3) organizational and personal learning. The Army Performance Improvement Criteria for Performance Excellence provide a framework and an assessment tool for understanding organizational strengths and opportunities for improvement and thus for guiding planning efforts.

Product and service performance

Refers to performance relative to measures and indicators of product and service characteristics important to customers. Examples include product reliability, on time delivery, customer-experienced defect levels, and service response time.

Value Creation

The term “value creation” refers to processes that produce benefit for your customers and for your business. They are the processes most important to “running your business”—those that involve the majority of your employees and generate your products, your services, and positive business results for your stockholders and other key stakeholders.

Vision

The term “vision” refers to the desired future state of your organization. The vision describes where the organization is headed, what it intends to be, or how it wishes to be perceived in the future.